



# *Louisiana Public Service Commission*

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## **Instructions for the October 14, 2020 9:00 am Business & Executive Session Meeting ID: 963 1056 2240**

### **Web Access:**

Link to Meeting: <https://zoom.us/j/96310562240?pwd=cWppNGl6aFl3R3dwS2FqRTI2aXhaZz09>

**Note**-All participants will be automatically muted when joining the meeting, and will only be unmuted:  
1) to provide public comment as outlined below, or 2) upon request by a Commissioner.

### **If accessing via Google Chrome:**

1. Go to join.zoom.us
2. Enter the Meeting ID number
3. Click Join
4. **Note:** If this is your first time joining a meeting from Chrome, you will be asked to open the Zoom client to join the meeting.
  - a. You will be prompted to open Zoom ("zoom.us wants to open this application"), click Open Zoom.

### **If accessing via Microsoft Edge or Internet Explorer:**

1. Go to join.zoom.us
2. Enter the Meeting ID number
3. Click Join

If accessing via the web, there are two methods by which to access the audio component of the meeting.

- **Option 1-Connect via Phone**
  1. Dial the number listed on your computer screen.
  2. If dialing, at the prompt, enter the six-digit access code, followed by "#".
  3. Combine the dial-in connection to your web access by entering the "Merge Code" provided on the screen. Please note, you must include a "#" before and after the code.
- **Option 2-Connect via audio on your device (laptop, tablet, desktop)**
  1. Simply choose the "computer audio" option and you will automatically be connected.

**Telephone Access:**

Call: (888) 273-3658 (US Toll Free)

Access Code: 191358

**Note-** If you dial into the meeting using only telephone access, you will not be able to provide any public comment or participate in the meeting.

**Public Comment**

The Commission is allowing two options to provide public comments for the October B&E. Comments may be made either prior to or during the meeting. Below are the processes for both options.

- ***Prior to the Meeting:***

Public comments can be submitted electronically prior to the meeting up to 4:30 p.m. on Tuesday, October 13th. All comments received electronically prior to this date and time will be accepted as a public comment for the October B&E, and will be read into the record during the meeting. Public comments submitted prior to the meeting shall be sent to [lpcccomments@la.gov](mailto:lpcccomments@la.gov) and must include the following information:

- 1) Exhibit Number
- 2) Commenter's first and last name
- 3) Comment (Please keep comments as succinct as possible)

- ***During the Meeting:***

Participants who join the Zoom meeting via the web, will have the opportunity to provide comment on Exhibit Numbers. As a participant in Zoom, there is a "raise hand" function. The "raise hand" function can be found either at the bottom of your screen in the Webinar Controls section, or by clicking participants and then clicking "raise hand." If clicking the participants icon, a separate screen will appear to the right-hand side of the screen. At the bottom of this separate screen, there will be an icon "raise hand" that can be selected to indicate you wish to speak.

If participating via the web, please raise your hand as soon as the Exhibit item is called in order to ensure all comments are received and timely placed into the record.

If there are any questions regarding the above instructions, please contact Derick Bergeron at [derick.bergeron@la.gov](mailto:derick.bergeron@la.gov).